

**STATE OF ILLINOIS**

**PROPERTY TAX APPEAL BOARD**

□□□□□□

**AFFIRMATIVE ACTION PLAN**

**FY 17**

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**CHAIRMAN**

**MAURO GLORIOSO**

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**LOUIS G. APOSTOL**

**EXECUTIVE DIRECTOR AND GENERAL COUNSEL**

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**BECKY HESSE, ACTING**

**EQUAL EMPLOYMENT/AFFIRMATIVE ACTION OFFICER**

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## **PART I**

**EQUAL EMPLOYMENT OPPORTUNITY/AFFIRMATIVE ACTION  
PROGRAM CERTIFICATION**

AGENCY: Property Tax Appeal Board

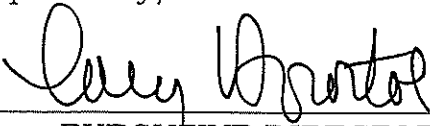
ADDRESS: 402 Stratton Office Building  
Springfield, IL 62706

TELEPHONE NUMBER: (217) 557-0122

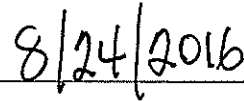
EXECUTIVE DIRECTOR &  
GENERAL COUNSEL: Louis G. Apostol

EEO/AA OFFICER: Becky Hesse (Acting)

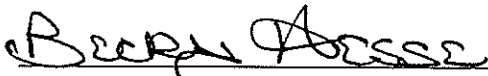
This is to certify that the attached document represents the Equal Employment Opportunity/Affirmative Action Program of this agency.



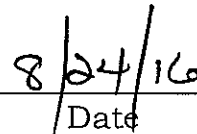
EXECUTIVE DIRECTOR &  
GENERAL COUNSEL



Date



EEO Officer



Date

## **EQUAL EMPLOYMENT OPPORTUNITY STATEMENT OF POLICY**

The Property Tax Appeal Board has a policy to provide equal employment opportunity for all persons in the agency, as well as to all persons applying for employment. The Property Tax Appeal Board does, and will, comply fully with the provisions of all State and Federal rules, regulations, laws, ordinances and executive orders covering Equal Employment Opportunity.

The Property Tax Appeal Board policy strictly prohibits anyone from excluding a person or persons from application, examination, employment, training, recruitment, promotion, retention, discipline or any other personnel action due to race, color, sex, religion, national origin/ancestry, arrest record, citizenship status, age, physical or mental disability, pregnancy, marital status, sexual orientation, order of protection status, unfavorable military discharge or military status including veteran status. The responsibility for the promotion of equal opportunities shall rest with all levels of management of the Property Tax Appeal Board. It must be understood that the ability to hire new females, minorities, or persons with disabilities is dependent upon vacancies for existing positions or newly created positions, and requisite increases in the agency's headcount and appropriation by the Illinois General Assembly.

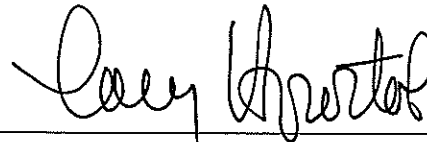
To ensure compliance, it is imperative that the Affirmative Action Program be fully understood by the management and staff of the Property Tax Appeal Board.

### **The following guidelines are being implemented within the Affirmative Action Program:**

- A. A program has been established to recruit and employ women, minorities and employees with disabilities in titles and pay grades that are underutilized at the present time in the Property Tax Appeal Board.
- B. All contract vacancies will be posted on bulletin boards. For the filling of future vacancies, managers shall inventory and consider the abilities and skills of all employees currently on staff. Recruitment shall be used to recruit applicants in classifications where few or no women, minorities or persons with disabilities are employed.
- C. Complete records shall be maintained on the recruitment and selection activities.

- D. On-going training is to be provided for all employees so that the staff of the Property Tax Appeal Board fully understands its obligations in assuring internal nondiscriminatory practices, including those addressing sexual and other harassment policies.
- E. Reasonable accommodations for individuals with disabilities shall be considered.
- F. A monitoring system has been established for the EEO-Affirmative Action Program to determine problems encountered, progress made and compliance with laws, regulations and executive orders.
- G. Any reprisal, coercion, intimidation (directly or indirectly) against an employee is prohibited.

Managers are to recognize their responsibilities for carrying out the Affirmative Action Program of the Property Tax Appeal Board, as well as the intent of the program to all employees they supervise.



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**LOUIS G. APOSTOL**  
EXECUTIVE DIRECTOR &  
GENERAL COUNSEL



## **AGENCY PROFILE**

The Property Tax Appeal Board was created by the Legislature in 1967 to hear and adjudicate local property assessment disputes. The agency is under the guidance of a bi-partisan, five-member board appointed by the Governor with the advice and consent of the Senate. In addition, the Board employs administrative law judges whose primary purpose is to preside over hearings within the 102 counties of the State of Illinois as assigned by the Chairman. An executive director is appointed by the Board and is charged with the management and daily operations of the agency staff.

The mission of the Board is to provide an informal forum, open to the public, for the timely resolution of contested appeals; to issue impartial decisions based upon equity and the weight of the evidence; and to establish clear, concise, accurate and timely communications with the public. To carry out this mission, the Board has organized a staff of full-time hearing officers consisting of attorneys, assessment and appraisal professionals, and full-time support staff members skilled in administration, clerical, computer data processing, personnel, and fiscal management operations.

The Springfield Office employs nineteen (19); there are thirteen (13) employees located in Des Plaines, for a total headcount of thirty-two (32).

## **RESPONSIBILITIES FOR EEO/AA FUNCTIONS**

The Property Tax Appeal Board is responsible for the Affirmative Action Plan and all decisions concerning the non-discrimination employment practices and delivery of services by the Property Tax Appeal Board. The Executive Director shall enlist the cooperation and active support of all agency managers.

Becky Hesse is currently the acting EEO Officer. In that capacity, Ms. Hesse's responsibilities will include, but are not limited to, the following:

1. To implement, develop and update the Affirmative Action Plan;
2. To identify problem areas and develop solutions to solve problems;
3. To determine the effectiveness of the program;
4. To comply with all required record-keeping and reporting;
5. To monitor hiring procedures to ensure minorities, women and individuals with disabilities are given full opportunities for transfers, promotions, salary increases and benefits;
6. To encourage minorities, women and employees with disabilities to participate in appropriate state-sponsored educational training;
7. To conduct periodic audit of responsibilities to ensure proper display of policy on equal opportunity and educating their personnel in proper plan implementation;
8. To provide counseling for any employee or applicant for employment who believes that he/she has been discriminated against because of protected status;
9. To serve as liaison between the Property Tax Appeal Board and EEO enforcement authorities;
10. To serve as liaison between the Property Tax Appeal Board and minority, women and handicap organizations;
11. To inform management of developments in the equal opportunity regulations field;
12. To regularly confer with managers, supervisors and employees to assure that the agency's EEO policies are observed;
13. To advise managers and supervisors whether their employment practices comply with the Act;

14. To report to the DHR all internal and external complaints of discrimination against the agent;
15. To assist in the investigation of internal and external complaints of discrimination as specified in Section 2520.790 of the DHR Rules and Regulations;
16. At the request of the Executive Director, to direct agency staff in taking appropriate action to correct any discriminatory practices identified by DHR and to report to the Executive Director and the DHR on the progress of action taken;
17. To immediately notify the Executive Director and DHR when unable to resolve employment practices or conditions that have or tend to have disparate impact on minorities, women or individuals with disabilities;
18. To review any layoff plan to determine if it will have a disparate impact upon minorities, women or persons with disabilities.

Ms. Hesse may be contacted at:

Property Tax Appeal Board  
402 Stratton Office Building  
Springfield, IL 62706  
217/557-0122

An Affirmative Action Committee will assist the Affirmative Action Officer in the implementation of the agency Affirmative Action Plan. The committee will consist of all Managers. Activities of the committee may include, but are not limited to, the following:

1. Aid the Affirmative Action Officer in developing the agency's Affirmative Action Plan; setting up goals, timetables and objectives with respect to minorities, women and people with disabilities;
2. Take an active role in disseminating EEO/AA information to employees;
3. Act as an advisory group in aiding the agency in establishing communications with minority, women and groups that assist people with disabilities and agencies that may be helpful in the agency's recruitment effort;
4. Assist in the interviewing and screening process to maintain the agency's EEO/AA standards;
5. Aid the Affirmative Action Officer in investigating Affirmative Action complaints and inquiries.

For employee complaints against the Property Tax Appeal Board personnel involving discrimination/harassment, the Affirmative Action Officer will be notified, who will in turn take the matter to the Executive Director. The Affirmative

Action Officer will advise the employee of his/her right to file a charge with the Department of Human Rights and the EEO Commission.

**PROPERTY TAX APPEAL BOARD**

**EEO NETWORK**

**ORGANIZATIONAL CHART**

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**PROPERTY TAX APPEAL BOARD**

**CHAIRMAN**

**MAURO GLORIOSO**

**\*\*\*\***

**EXECUTIVE DIRECTOR**

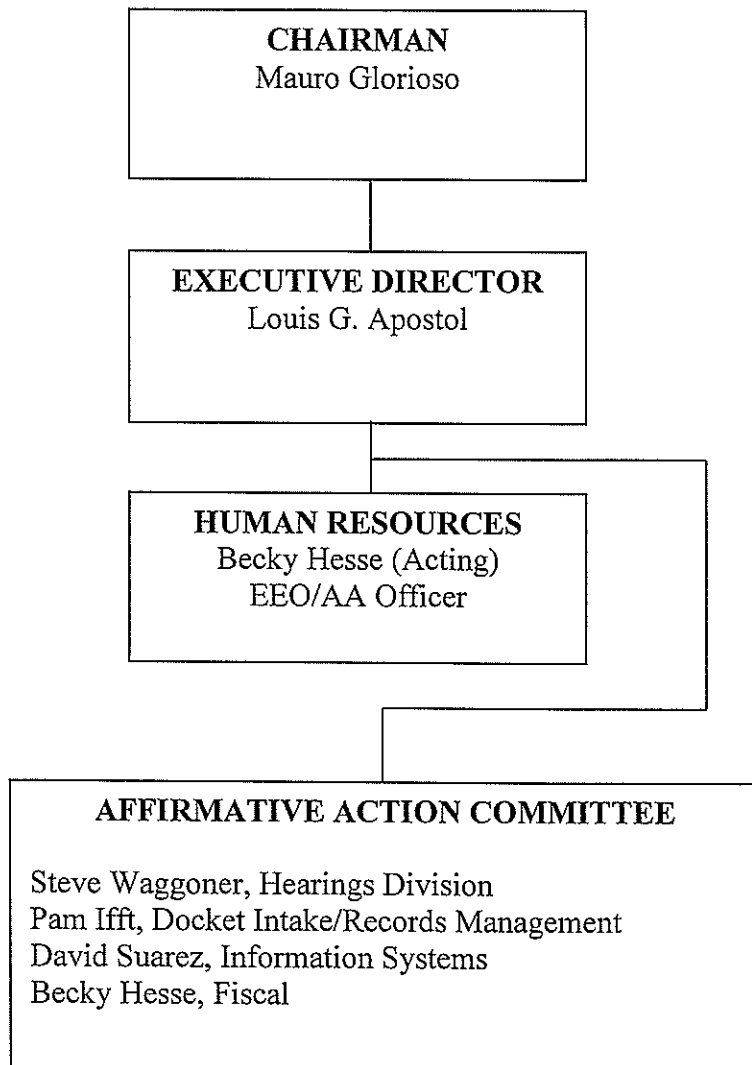
**LOUIS G. APOSTOL**

**\*\*\*\***

**EQUAL EMPLOYMENT/AFFIRMATIVE ACTION OFFICER**

**BECKY HESSE (ACTING)**

# PROPERTY TAX APPEAL BOARD EEO NETWORK



## **DISSEMINATION OF AFFIRMATIVE ACTION POLICY AND PLAN**

Dissemination of the Affirmative Action Policy and Plan for the Property Tax Appeal Board will be made as follows:

### **Internal**

1. The Affirmative Action Policy and Plan will be discussed at the next staff meeting and be posted to the PTAB Intranet.
2. Each employee of the Property Tax Appeal Board will be given a copy of the Board's Policy Statement.
3. The Affirmative Action Policy and Plan will be disseminated to the Illinois State Library in hard copy and electronically.
4. The words "Equal Opportunity Employer" will be printed on all job postings.
5. Memoranda will be distributed to Managers as necessary covering Equal Employment Opportunity programs, progress reports, etc.
6. The Property Tax Appeal Board's Policy on Equal Employment Opportunity will be posted on all bulletin boards within the Agency.
7. The Property Tax Appeal Board has on file a copy of the Human Rights Act, The Disabilities Act Grievance Procedure and the Americans with Disabilities Act.

### **External**

1. Contact the Department of Human Services, Office of Rehabilitation Services, for employees with disabilities.
2. Contact various minority groups throughout Illinois, especially in Springfield, and Chicago, i.e. Department of Central Management Services Recruitment Division and Urban Leagues.
3. Training for Agency management and supervisory staff.
4. A copy of the Property Tax Appeal Board's Policy Statement is available upon request to any minority groups throughout Illinois.
5. Job advertisements pertaining to the Property Tax Appeal Board will include "An Equal Employment Opportunity Employer."

## **PART II**



## **FACTOR 6 – PROMOTABLE CATEGORIES**

### **Officials/Managers**

Professionals

### **Professionals**

Para-Professionals  
Office/Clerical

### **Technicians**

N/A

### **Protective Service**

N/A

### **Para-Professionals**

Office/Clerical

### **Office/Clerical**

N/A

### **Skilled Craft**

N/A

### **Service Maintenance**

N/A

## **ASSESSMENT OF CURRENT PRACTICES**

This section outlines the methods that are utilized to recruit and/or hire qualified candidates to fill job vacancies as they occur at the Property Tax Appeal Board and personnel transactions that occurred from July 1, 2015 through June 30, 2016.

### **Recruitment Methods and Sources**

The Property Tax Appeal Board is subject to the jurisdiction of the Personnel Code and union contracts; therefore, Civil Service recruitment and testing procedures must be followed in the recruitment efforts of this agency. The recruitment procedures used by the Property Tax Appeal Board are:

- a. When vacancies occur, this position is posted on the boards in Springfield and Cook County for ten (10) working days. The following procedures listed below would be followed.
- b. After the posting comes off the bulletin board, one of the following steps would apply either for union positions or non-union positions.
- c. Participate in job fairs/forums.

#### Union Contract Positions

Step 1- Bids received would be checked to see if they are bidding for job assignment, then recall or transfer on layoff (if layoffs were implemented), promotion and voluntary reduction, transfer and if none of the above applies, a list of eligible candidates is requisitioned from Central Management Service.

Step 2 - If bidders are received for union contracts, position eligible bidders will be interviewed and selected according to the above listing in Step 1.

Step 3 - If no one bids under the provisions of the union contract, a requisition for an eligible list is requested from the Department of Central Management Services. The names are routed according to Grade Category. That is, those individuals receiving a grade of "A" are forwarded on the first list. Individuals with a grade of "B" or "C" may be forwarded on subsequent lists. As of April 24, 1997, it was signed into law that Veterans would receive "absolute preference"; that is, they would be given first consideration before anyone else

and those individuals who qualify for "Veteran Status" would be the only ones identified on the list.

Step 4- The Property Tax Appeal Board is then responsible for interviewing eligible candidates and making appointments to fill vacancies that exist.

### **Non Union Positions**

Step 1- If someone bids on the position posted and they have received a grade of "A", an interview is scheduled and a selection could be made for the vacancy.

Step 2- If no one is selected through the bidding process; an eligible list is obtained from the Department of Central Management Services. The names are routed according to Grade Category. That is, those individuals receiving a grade of "A" are forwarded on the first list. Individuals with a grade of "B" or "C" may be forwarded on subsequent lists. As of April 24, 1997, it was signed into law that Veterans would receive "absolute preference"; that is, they would be given first consideration before anyone else and those individuals who qualify for "Veteran Status" would be the only ones identified on the list.

Step 3- The Property Tax Appeal Board is then responsible for interviewing eligible candidates and making appointments to fill vacancies that exist.

Step 4- If the Department of Central Management does not have a list of eligible candidates for the vacant positions, a provisional permit may be requested which allows the Office to recruit on its own to fill the specific vacancy. Individuals hired on a provisional permit must at a later date, as determined by Central Management Services, compete with other individuals to qualify through the examination process for that position.

Positions filled are handled in compliance with the Department of Central Management Services published "Interview and Selection Criteria and Techniques". Recruiting procedures may include but are not limited to, posting vacancies on an electronic bulletin board service.

Applications and resumes received into the agency for employment consideration are reviewed, copied for the "Employment Consideration" file and the original is forwarded to Central Management Services for processing and grading, and added to the eligible list if applicable.

## Interview and Selection Procedure

The interviewing procedures are as follows:

- a.- Applicants for all positions except executive jobs are interviewed by the division managers who are "Rutan" trained. Final approval rests with the Chairman of the Board and the Executive Director.
- b.- The Chairman of the Board and/or Executive Director conducts interviewing for executive positions.

## Promotion Procedure

Vacant positions are posted on the agency bulletin boards in order to provide agency employees first opportunity to be considered for a promotion. Before being promoted, the employee is required to complete and submit a promotional application to Central Management Services for grading.

A promoted employee serves a four-month probationary period and becomes certified in that position. If an employee fails to complete the probationary period due to the inability to perform the duties of the new position, that employee shall be returned to the title and status from which they were promoted.

## Transfer Procedures

The agency Human Resources Officer is contacted when an employee wishes to transfer to a vacancy within the agency. An interview is scheduled with the interviewing officer to discuss the duties of the position more specifically; should the employee accept the transfer, the appropriate documentation is created and signatures obtained.

## Training

Tuition reimbursement is available, pending availability of funds, upon written request, to any Property Tax Appeal Board employee who works half time or more and holds a certified or exempt civil service status. All such requests require the approval of the five-member Property Tax Appeal Board. Employees who are in a temporary, emergency, trainee or provisional status are not eligible. The tuition reimbursement applies towards tuition and lab fees only. Reimbursement will be for two courses per quarter or semester, one at 100% and the second at 80% of the tuition at a state supported school. Approval must be obtained prior to start the course.

## INTERNAL WORKFORCE ANALYSIS

An internal workforce analysis was performed to assess the workforce composition at the close of FY15 and the personnel transactions that occurred within the Property Tax Appeal Board during the period of July 1, 2015 through June 30, 2016).

**Chart I** delineates the job titles established for use by the Property Tax Appeal Board. The titles are grouped by four EEO Job Categories. They are: Officials/Administrators, Professionals, Para-Professionals and Office/Clerical. The Property Tax Appeal Board does not utilize titles within the remaining four EEO Job Categories of Technician, Protective Service, Service/Maintenance, and Skilled Craft.

**Table I** is a Summary of Workforce Analysis by four EEO Job Categories and Region. It includes numerical presentations of the workforce that are cross-referenced by sex, race/national origin, and disability status—denoted by (M) Male, (F) Female, (W) White, (B/AA) Black or African-American, (H/L) Hispanic or Latino, (A) Asian, (AI/AN) American Indian and Alaska Native, (NH/PI) Native Hawaiian or Other Pacific Islander, and (D) Disabled.

The Property Tax Appeal Board's employees are located in either Cook (Region 1) or Sangamon (Region 7) counties; the agency has no employees in other regions defined by the Department of Human Rights. The Regional Workforce Analysis tables show total agency employees of thirty-two (32) persons: Twenty-one (21) females (66%), with two (2) Hispanics/Latinos (10%) and one (1) Black or African-American (5%), and eleven (11) males (34%), with one (1) Hispanic/Latino (9%).

The agency does not employ ten or more employees in any given job category within either of its two regions. The limited number of employees renders the agency unable to meet the threshold for conducting a labor force availability analysis for any specific job category or to derive meaningful numerical analyses that might indicate whether or not there is underutilization.

**Table II** is a Summary Workforce Transactions Report by the four EEO Categories that includes numerical presentations of employment actions during FY16 which are cross-referenced by the same categories as are listed in Table I. During FY16, one individual was promoted from the para-professional category to the professional category, one para-professional employee transferred to another state agency and one para-professional employee was hired. During FY16, the Property Tax Appeal Board experienced no increase in the number of race/national origin minority employees.

## CHART I

### **JOB TITLES GROUPED BY APPROVED JOB CATEGORIES UTILIZED BY THE PROPERTY TAX APPEAL BOARD**

#### **Officials/Managers (1)**

Public Service Administrator  
Senior Public Service Administrator

#### **Professionals (2)**

Administrative Assistant I & II  
Appraisal Specialist II & III  
Information Services Specialist I & II  
Information Systems Analyst I & II  
Technical Advisor II & III

#### **Technicians (3)**

N/A

#### **Protective Services (4)**

N/A

#### **Para-Professionals (5)**

Private Secretary II  
Private Secretary I  
Office Administrator III  
Office Coordinator

#### **Office/Clerical (6)**

Office Assistant  
Office Associate

#### **Skilled Craft (7)**

N/A

#### **Service/Maintenance (8)**

N/A

# Summary of Workforce Analysis by Region

Agency: Property Tax Appeal Board

Reporting Period: FY16

Grand Total

EEO Category		Grand Total	MALES										FEMALES										PERCENTAGES																																												
			Total					A I / NH AN OPI D					Total					A I / NH AN OPI D					M					F					W					B/A/A					H/L					A					A/I/A/N					H/O/P/I					D				
			Total		W		B/A/A		H/L		A		A I / NH AN OPI D		Total		W		B/A/A		H/L		A		A I / NH AN OPI D		M		F		W		B/A/A		H/L		A		A/I/A/N		H/O/P/I		D																								
Officials / Administrators	5	3	2		1								2	2											60.00%	40.00%	80.00%					20.00%																																			
Professionals	16	6	6										10	9		1									37.50%	62.50%	93.75%					6.25%																																			
Technicians																																																																			
Protective Service																																																																			
Para-professionals	8	5	5										3	3											62.50%	37.50%	100.00%																																								
Office / Clerical	3												3	1		1										100.00%	33.33%	33.33%					33.33%																																		
Skilled Craft																																																																			
Service / Maintenance																																																																			
TOTAL	32	14	13		1								18	15		2								43.75%	56.25%	87.50%					3.13%																																				

Grand Total Employees:		Males:		14	Females:		18	Total Minorities:		4
				43.75%			56.25%		12.50%	
White:	28	Black/African American:	1	Hispanic/Latino:	3	Asian:		AI/AN:		NHOPI:
	87.50%		3.13%		9.38%					Disabled:

W=White B/AA=Black or African American H/L=Hispanic or Latino A=Asian AI/AN=American Indian and Alaska Native NHOPi=Native Hawaiian or Other Pacific Islander D=Disabled  
 DHR-9 (Rev. Feb. 2012)

# Workforce Analysis by Region

Agency: Property Tax Appeal Board

Reporting Period: FY16

Region: 1

EEO Category	Grand Total	MALES										FEMALES										PERCENTAGES																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																							
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Grand Total Employees for Region 1:																			
Males:					Females:					Total Minorities:									
4					9					2									
30.77%					69.23%					15.38%									
White: 11					Asian: 0					AI/AN: 0					NIHOPI: 0				
84.62%					0.00%					0.00%					0.00%				
Black/African American: 0					Hispanic/Latino: 2					0.00%					0.00%				
0.00%					15.38%														



# Workforce Analysis by Region

Agency: Property Tax Appeal Board

Reporting Period: FY 16

Region: 7

EEO Category	Grand Total	MALES										FEMALES										PERCENTAGES																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																
		Total					W					B/AA					H/L					A/AN					A					H/L					B/AA					W					F					M																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																		

Grand Total Employees for Region 7:										Total Minorities:									
Males:					Females:					Total Minorities:									
10					9					2									
52.63%					47.37%					10.53%									

# **Workforce Transactions Report** by EEO Category

Agency: Property Tax Appeal Board      Reporting Period: FY16

EEO Category: OFFICIALS / ADMINISTRATORS

MALES										FEMALES										PERCENTAGES									
Transaction	Grand Total					W	B/AA	H/L	A	AI AN	NH OPI	D	Total	W	B/AA	H/L	A	AI AN	NH OPI	D	M	F	W	B/AA	H/L	A	AI AN	NH OPI	D
New Hires	0	0											0								0.00%	0.00%	0.00%	0.00%	0.00%		0.00%	0.00%	0.00%
Promotions	0	0											0								0.00%	0.00%	0.00%	0.00%	0.00%		0.00%	0.00%	0.00%
Intra-Agency Transfers	0	0											0								0.00%	0.00%	0.00%	0.00%	0.00%		0.00%	0.00%	0.00%
Suspensions	0	0											0								0.00%	0.00%	0.00%	0.00%	0.00%		0.00%	0.00%	0.00%
Separations	0	0											0								0.00%	0.00%	0.00%	0.00%	0.00%		0.00%	0.00%	0.00%
Discharges	0	0											0								0.00%	0.00%	0.00%	0.00%	0.00%		0.00%	0.00%	0.00%
Lay Off	0	0											0								0.00%	0.00%	0.00%	0.00%	0.00%		0.00%	0.00%	0.00%
Demotions	0	0											0								0.00%	0.00%	0.00%	0.00%	0.00%		0.00%	0.00%	0.00%
Reductions	0	0											0								0.00%	0.00%	0.00%	0.00%	0.00%		0.00%	0.00%	0.00%
Reinstatements	0	0											0								0.00%	0.00%	0.00%	0.00%	0.00%		0.00%	0.00%	0.00%
Reemployment	0	0											0								0.00%	0.00%	0.00%	0.00%	0.00%		0.00%	0.00%	0.00%
Upward Reallocations	0	0											0								0.00%	0.00%	0.00%	0.00%	0.00%		0.00%	0.00%	0.00%
Downward Reallocations	0	0											0								0.00%	0.00%	0.00%	0.00%	0.00%		0.00%	0.00%	0.00%

W=White    B/AA=Black or African American    H/L=Hispanic or Latino    A=Asian    AI/AN=American Indian and Alaska Native    NH=Native Hawaiian or Other Pacific Islander    D=Disabled

# Workforce Transactions Report by EEO Category

Agency: Property Tax Appeal Board

Reporting Period: FY16

EEO Category: PROFESSIONALS

Transaction	MALES										FEMALES										PERCENTAGES									
	Grand Total					Total					W					B/AA					H/L					A				
New Hires	0	0																												
Promotions	1	0									1																			
Intra-Agency Transfers	0	0																												
Suspensions	0	0																												
Separations	0	0																												
Discharges	0	0																												
Lay Off	0	0																												
Demotions	0	0																												
Reductions	0	0																												
Reinstatements	0	0																												
Reemployment	0	0																												
Upward Reallocations	0	0																												
Downward Reallocations	0	0																												

W=White B/AA=Black or African American H/L=Hispanic or Latino A=Asian AI/AN=American Indian and Alaska Native NH=Native Hawaiian or Other Pacific Islander D=Disabled

# Workforce Transactions Report by EEO Category

Agency: Property Tax Appeal Board

Reporting Period: FY16

EEO Category: PARAPROFESSIONALS

Grand Total			MALES						FEMALES						PERCENTAGES														
			W	B/AA	H/L	A	AI	NH	OPI	D	Total	W	B/AA	H/L	A	AI	NH	OPI	D	M	F	W	B/AA	H/L	A	AI	NH	OPI	D
Transaction	Total	Total																											
New Hires	1	0								1	1								0.00%	100.00%	100.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	
Promotions	0	0								0									0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%		
Intra-Agency Transfers	0	0								0									0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%		
Suspensions	0	0								0									0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%		
Separations	0	0								0									0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%		
Discharges	0	0								0									0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%		
Lay Off	0	0								0									0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%		
Demotions	0	0								0									0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%		
Reductions	0	0								0									0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%		
Reinstatements	0	0								0									0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%		
Reemployment	0	0								0									0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%		
Upward Reallocations	0	0								0									0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%		
Downward Reallocations	0	0								0									0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%		

W=White B/AA=Black or African American H/L=Hispanic or Latino A=Asian AI/AN=American Indian and Alaska Native NH=Native Hawaiian or Other Pacific Islander D=Disabled

# Workforce Transactions Report by EEO Category

Reporting Period: FY16

Agency: Property Tax Appeal Board

EEO Category: OFFICE / CLERICAL

MALES													FEMALES													PERCENTAGES																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																							
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Transaction		W	B/A/A	H/L	A																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																												

W=White B/AA=Black or African American H/L=Hispanic or Latino A=Asian AI/AN=American Indian and Alaska Native NH=Native Hawaiian or Other Pacific Islander D=Disabled

# Summary of Workforce Transactions Report by EEO Category

Agency: Property Tax Appeal Board

Reporting Period: FY16

EEO Category: GRAND TOTAL

MALES										FEMALES										PERCENTAGES									
Transaction	Grand Total	Total	W	B/AA	H/L	A	AI AN	NH OPI	D	Total	W	B/AA	H/L	A	AI AN	NH OPI	D	M	F	W	B/AA	H/L	A	AI AN	NH OPI	D			
New Hires	1									1	1									100.00%	100.00%								
Promotions	1									1	1									100.00%	100.00%								
Intra-Agency Transfers																													
Suspensions																													
Separations	1									1	1									100.00%	100.00%								
Discharges																													
Lay Off																													
Demotions																													
Reductions																													
Reinstatements																													
Reemployment																													
Upward Reallocations																													
Downward Reallocations																													

W=White B/AA=Black or African American H/L=Hispanic or Latino A=Asian AI/AN=American Indian and Alaska Native NH=Native Hawaiian or Other Pacific Islander D=Disabled

## **HUMAN RESOURCES TRANSACTIONS**

### **New Hires**

New hires are delineated through numerical data in Table II by job category for the period of July 1, 2015 through June 30, 2016. These figures show that one employee joined the Property Tax Appeal Board during FY16.

### **Promotions**

Promotions are delineated in the following report by job category and number of persons promoted. During the period from July 1, 2015 through June 30, 2016 there was one promotions one within the job categories of Para-Professional to Professional.

Goals for hiring and/or promoting minorities and women have been developed and appear in the "Goals, Timetables and Monitoring Procedures" Section of Part III of this document.

### **Intra-Agency Transfers**

During the time period of July 1, 2015 through June 30, 2016 there were no transfers of employees to some other position within the agency.

### **Suspensions**

During the period of July 1, 2015 through June 30, 2016, no employees were temporarily removed from payroll for disciplinary reasons.

### **Separations**

During the period of July 1, 2015 through June 30, 2016, there was one employee that transferred to another state agency.

### **Discharges**

During the time period of July 1, 2015 through June 30, 2016, there was no employee terminated for cause.

### **Lay Off**

During the period of July 1, 2015 through June 30, 2016, no employees were laid off, either temporarily or indeterminately.

**Demotion**

During the period of July 1, 2015 through June 30, 2016, no employees were demoted within the Property Tax Appeal Board for reasons of inability to perform work.

**Reduction**

During the period of July 1, 2015 through June 30, 2016, no employees were assigned, either voluntarily or involuntarily, to some other vacant position within the agency that held a lower maximum permissible salary range.

**Reinstatement**

During the period of July 1, 2015 through June 30, 2016, no employees rejoined the Property Tax Appeal Board through reinstatement of employment.

**Reemployment**

During the period of July 1, 2015 through June 30, 2016, no employees were restored to active status at the Property Tax Appeal Board through selection from an official Recall/Reemployment List that had been obtained from the Department of Central Management Services.

**Upward Reallocations**

During the time period of July 1, 2015 through June 30, 2016 there were no employees awarded a higher position title through an upward reallocation of the incumbent's position.

**Downward Reallocations**

During the time period of July 1, 2015 through June 30, 2016 there were no employees awarded a lower position title through a downward reallocation of the incumbent's position.



# Illinois Department of Human Rights State Regional Map



## Illinois Counties by Region

### REGION 1

Cook  
DeKalb  
DuPage  
Grundy  
Kane  
Kankakee  
Kendall  
Lake  
McHenry  
Will

### REGION 2

Boone  
Ogle  
Stephenson  
Winnebago

### REGION 3

Bureau  
Carroll  
Henry  
Jo Daviess  
LaSalle  
Lee  
Mercer  
Putnam  
Rock Island  
Whiteside

### REGION 4

Adams  
Brown  
Hancock  
Henderson  
Knox  
McDonough  
Pike  
Schuyler  
Warren

### REGION 5

DeWitt  
Fulton  
Livingston  
Marshall  
Mason  
McLean  
Peoria  
Stark  
Tazewell  
Woodford

### REGION 6

Champaign  
Douglas  
Ford  
Iroquois  
Piatt  
Vermilion

### REGION 7

Christian  
Cass  
Greene  
Logan  
Macon  
Macoupin  
Menard  
Morgan  
Montgomery  
Sangamon  
Scott  
Shelby

### REGION 8

Bond  
Calhoun  
Clinton  
Jersey  
Madison  
Monroe  
Randolph  
St. Clair  
Washington

### REGION 9

Clark  
Clay  
Coles  
Crawford  
Cumberland  
Edgar  
Effingham  
Fayette  
Jasper  
Lawrence  
Marion  
Moultrie  
Richland

### REGION 10

Alexander  
Edwards  
Franklin  
Gallatin  
Hamilton  
Hardin  
Jackson  
Jefferson  
Johnson  
Massac  
Perry  
Pope  
Pulaski  
Saline  
Union  
Wabash  
Wayne  
White  
Williamson

## **PART III**

## **ACTUAL UNDERUTILIZATION**

### **Goals, Timetables and Monitoring Procedures**

#### **The Global View**

Due to the limited number of employees within any job category or DHR region of the Property Tax Appeal Board, a statistical evaluation of the agency's organization and/or underutilization of women and/or minorities is not feasible. Fiscal Year 2016 funding included an increase of four headcount.

The Property Tax Appeal Board recognizes the importance of correcting underutilization in any of the protective categories should they occur. The Board's goal in the present fiscal year is to address any problems that may exist in protected class groups.

It should be noted, however, that budgetary constraints have inhibited the Board's ability to obtain new headcount or fill vacancies. The Property Tax Appeal Board actively recruits minorities, veterans, persons with disabilities and others via several means, including but not limited to: Job fairs, ads/announcements in professional magazines, electronic bulletin board, agency bulletin boards and the recognized hiring/promotional procedures as identified by the Department of Central Management Services.

Replacements for existing vacancies or additions to staff may occur, should the budget and approvals allow; if there are opportunities to hire, underutilized areas will be taken into consideration.

## **EEO/AA PROBLEMS**

Because of budgetary constraints, the PTAB has been unable to make significant strides toward increasing the number of its employees.

\*\*\*\*\*

### **PROGRAM GOALS**

#### **PROGRAM AREA:**

Need for increased knowledge and awareness of Equal Employment Opportunity and Affirmative Action policies, procedures, goals and objectives for all Property Tax Appeal Board personnel.

#### **GOAL:**

Continue to inform the Property Tax Appeal Board personnel of their responsibilities with regard to the agency's EEO/AA goals and objectives and provide training for staff.

#### **NOTE:**

Any new hire is dependent upon increases in headcount, receiving approval to hire, and specific appropriation by the General Assembly.

#### **OBJECTIVES:**

To ensure that all managers and supervisors are aware of their responsibilities with respect to the implementation of the agency's EEO/AA Plan.

#### **Action Items**

- 1) Inform agency personnel involved in the hiring process of "underutilized" EEO job category for minorities, females and/or people with disabilities.

<u>Assignment Responsibility</u>	<u>Completion Target Date</u>	<u>Monitoring Procedure</u>
EEO/AA Officer Personnel Officer Managers	Ongoing as vacancies occur	Send memorandum with eligibility list stating EEO job category and present underutilization; attach Hiring/ Promotional monitor which must be returned with list

- 2) Disseminate FY13 Equal Employment Office/Affirmative Action Plan and explain content to Managers, outside organizations or other interested persons.

<u>Assignment Responsibility</u>	<u>Completion Target Date</u>	<u>Monitoring Procedure</u>
EEO/AA Officer	Within 60 days after receipt of the Department of Human Rights	Post copy of approved plan in appropriate locations within agency. Hold meeting with all Managers.

- 3) Inform current employees and new employees of the Executive Director's Policy concerning EEO/AA.

<u>Assignment Responsibility</u>	<u>Completion Target Date</u>	<u>Monitoring Procedure</u>
EEO/AA Officer	New employees – as hires occur. Current employees - 2 <sup>nd</sup> Quarter	Policy is included in all new employee packets, and posted on bulletin boards.

- 4) Inform current employees and new employees of the EEO/AA Officer, functions of the EEO/AA Officer, and discrimination complaint policies and procedures.

<u>Assignment Responsibility</u>	<u>Completion Target Date</u>	<u>Monitoring Procedures</u>
EEO/AA Officer	New employees - as hires occur. Ongoing, current employees – 2 <sup>nd</sup> Quarter	Provide document indicating EEO Officer and functions included in new employee packet

- 5) Work with DHR liaison and schedule quarterly meetings to discuss quarterly progress and obtain any assistance.

<u>Assignment Responsibility</u>	<u>Completion Target Date</u>	<u>Monitoring Procedure</u>
EEO/AA Officer	Quarterly	Quarterly meeting monitored by DHR

6) Monitor Employee Exit Questionnaires

<u>Assignment Responsibility</u>	<u>Completion Target Date</u>	<u>Monitoring Procedure</u>
EEO/AA Officer	Quarterly	Read and evaluate as they are returned

7) Provide both internal and external EEO/AA training to managers and supervisors.

<u>Assignment Responsibility</u>	<u>Completion Target Date</u>	<u>Monitoring Procedure</u>
EEO/AA Officer	Weekly meetings	Director will continue an internal awareness program concerning EEO/AA problems and issues at staff meetings with Managers
Executive Director		

8) Provide Sexual Harassment training mandatory for all supervisors and new employees.

<u>Assignment Responsibility</u>	<u>Completion Target Date</u>	<u>Monitoring Procedure</u>
EEO/AA Officer	Quarterly	Maintain a list of all those that participated

9) Enhance information dissemination and public awareness.

<u>Assignment Responsibility</u>	<u>Completion Target Date</u>	<u>Monitoring Procedure</u>
EEO/AA Officer HR Officer Managers	2 <sup>nd</sup> Quarter	Memo with review results and recommendations for enhancements issued to Executive Director. Implementation of approved Enhancements initiated.

## NUMERICAL GOALS

Although no underutilization of women/minorities is depicted in any category, a diverse workforce remains a goal that the Property Tax Appeal Board will continue to strive toward as funds and approvals allow us to fill positions.

## PART IV



## **DISCRIMINATION COMPLAINT PROCESS**

An individual with a discrimination complaint shall first contact the EEO/Affirmative Action Officer in an attempt to resolve any differences with the parties involved.

If efforts are unsuccessful at the above level, the employee shall be advised that further attempts shall be made to resolve the differences with the Executive Director and/or Chairman of the Board.

The employee shall be advised of his/her right to file the discrimination complaint with the Department of Human Rights and the Equal Employment Opportunity Commission.

### **EQUAL EMPLOYMENT OPORTUNITY COMPLAINT INVESTIGATION PROCEDURE**

#### **A. Purpose**

In accordance with the Statement of Policy outlined in Section I above, this agency affirms its commitment to a policy of Equal Employment Opportunity through the implementation of an EEO Complaint Investigation Procedure to promote through the internal resolution of employee complaints of alleged discrimination. It is the conviction of the agency that the establishment of the EEO Complaint Investigation Procedure shall provide an internal avenue of redress to informally resolve complaints of alleged discrimination at the lowest organizational level, reducing the backlog, delay, and expense of a prolonged formal investigation.

#### **B. Procedures**

The EEO Discrimination Complaint Form (copy provided) shall be used to clearly record the date, nature, and other pertinent information of the complaint of alleged discrimination submitted to the EEO/AA Officer for investigation.

##### **1. Scope and Timelines**

Unless of a continuing nature, all complaints must be received by the EEO/Affirmative Action Officer through a completed Discrimination Complaint Form.

2. Intake-Screening

Immediately upon receipt of the Discrimination Complaint Form, the EEO/Affirmative Action Officer shall review the form to determine the initial timeliness, validity, and thoroughness of the information submitted in the complaint.

3. Investigation

Within ten (10) working days of the acceptance of the complaint, the EEO/Affirmative Action Officer shall initiate a thorough investigation of the allegation(s) of the discrimination cited in the complaint. In order to document the merits of the charge, the investigation shall entail the verification of information with the immediate supervisors, staff and witnesses to the alleged discriminatory employment practice. The investigation shall be concluded twenty (20) working days after acceptance of the complaint.

4. Withdrawal of the Complaint

The employee may withdraw the complaint, or any part of the complaint allegation, during the investigation of the complaint upon receipt by the EEO/Affirmative Action Officer of a written request for withdrawal by the complainant.

5. Adjustment During Investigation

If, during the investigation of the complaint, a settlement is reached between the immediate supervisor and the employee, the settlement agreement shall be obtained in writing with approval of line management before the complaint shall be considered closed by the EEO/Affirmative Action Officer.

6. Dismissal of the Complaint

If, after an analysis of the merits of the complaint, there is a lack of substantial evidence to believe that discrimination has occurred, the complainant shall be notified of the findings in writing.

7. Investigation Findings

If, however, at the conclusion of the investigation, there exists reasonable cause to believe that discrimination may have occurred, the EEO/Affirmative Action Officer

shall submit a written notice to the immediate supervisor and the Executive Director with the findings and recommendations to resolve the complaint. Within five (5) working days conciliation efforts shall be initiated and the EEO/AA Officer shall participate to seek an equitable resolution of the complaint.

C. Conciliation Efforts

The EEO/Affirmative Action Officer shall conduct and coordinate conciliation efforts by conferring with the parties in an attempt to secure a settlement. A conciliation conference may be convened, which all parties may attend in person or by representative, to propose, discuss and agree to a resolution of the complaint.

If the complaint cannot be satisfactorily resolved at this level within five (5) working days, the EEO/Affirmative Action Officer shall document the efforts made to resolve the complaint and shall provide a written explanation of reasons why the complaint was not able to be resolved.

The findings, conciliation efforts, and proposed settlement shall be forwarded to the Executive Director within five (5) working days of the receipt of the EEO/Affirmative Action Officer's written report.

\*\*\*\*\*

**NOTE:**

An employee who files an internal complaint through the EEO Officer also has the right to file such complaint with the Department of Human Rights or the Equal Employment Opportunity Office, simultaneously.

The Executive Director shall represent the agency in responding to any charges by the Department of Human Rights or the Equal Employment Opportunity Commission.

The employee also has the right to file a formal charge within 180 days of the alleged violation with the Illinois Department of Human Rights and/or within 300 days of the alleged violation with the Equal Employment Opportunity Commission.

**Illinois Department of Human Rights  
222 South College, Room 101A  
Springfield, IL 62704  
217/785-5100  
TTY 866/740-3953**

**Illinois Department of Human Rights  
James R. Thompson Center  
100 West Randolph Street, Suite 10-100**

**Chicago, IL 60601  
312/814-6200  
TTY 866/740-3953**

**Illinois Department of Human Rights  
Marion Regional Office Building  
2309 W. Main Street  
Marion, IL 62959  
618/993-7463**

**Equal Employment Opportunity Commission  
500 West Madison Street, Suite 2800  
Chicago, IL 60661  
312/353-2713  
TTY 312/353-2421**

**Equal Employment Opportunity Commission  
1222 Spruce Street, Room 8-100  
St. Louis, Missouri 63103  
314/539-7800  
TTY 314/425-6547**

Discrimination Complaint Form

To: Agency EEO/AA Officer

Name of Agency \_\_\_\_\_

1. Name \_\_\_\_\_ Telephone \_\_\_\_\_

Home Address \_\_\_\_\_

2. Are you currently employed by the agency? Yes \_\_\_\_\_ No \_\_\_\_\_

3. Indicate your present job title, status, work unit, address, telephone number and length of service in your current title:

Job Title \_\_\_\_\_ Status \_\_\_\_\_ Unit \_\_\_\_\_

Location \_\_\_\_\_ Phone Number \_\_\_\_\_ Length of Service in Classification \_\_\_\_\_

4. Date of the alleged discriminatory practice: \_\_\_\_\_

5. Basis of the alleged discriminatory practice:

\_\_\_\_\_ Race \_\_\_\_\_ Color \_\_\_\_\_ Sex \_\_\_\_\_ Religion \_\_\_\_\_ Age \_\_\_\_\_ Disability  
 \_\_\_\_\_ National Origin \_\_\_\_\_ Ancestry \_\_\_\_\_ Marital Status \_\_\_\_\_ Military Status \_\_\_\_\_ Pregnancy  
 \_\_\_\_\_ Retaliation \_\_\_\_\_ Sexual Orientation Other \_\_\_\_\_

6. The discrimination occurred in connection with:

\_\_\_\_\_ Interview \_\_\_\_\_ Hiring Selection \_\_\_\_\_ Promotion \_\_\_\_\_ Disciplinary Action  
 \_\_\_\_\_ Compensation \_\_\_\_\_ Transfer \_\_\_\_\_ Lay Off \_\_\_\_\_ Training Opportunity  
 Other (specify) \_\_\_\_\_

7. The facts of the alleged discriminatory employment practice are:

\_\_\_\_\_  
 \_\_\_\_\_  
 (Continue on additional sheets, if necessary)

8. Name(s), Title(s), Work Location(s) and Telephone Number(s) who you believe discriminated against you.

Name \_\_\_\_\_ Title \_\_\_\_\_ Location \_\_\_\_\_ Phone Number \_\_\_\_\_

Name \_\_\_\_\_ Title \_\_\_\_\_ Location \_\_\_\_\_ Phone Number \_\_\_\_\_

9. Please supply evidence to document the basis for the disciplinary practice you are claiming, as indicated in your response to number five of the form.

I have attached supporting evidence: Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, describe attachments:

\_\_\_\_\_  
 (Continue on additional sheets, if necessary)

10. Have you made an effort to resolve the discrimination through your supervisors, the grievance procedure or with any public or private organization? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, please explain indicating the outcome of the efforts:

\_\_\_\_\_  
 (Continue on additional sheets, if necessary)

COMPLAINANT'S SIGNATURE AND DATE FILED  
 DHR 21 (Rev. May 2012)

EEO/AA OFFICER'S SIGNATURE AND DATE RECEIVED

**PART V**

**PROPERTY TAX APPEAL BOARD  
AFFIRMATIVE ACTION PLAN  
FOR INDIVIDUALS WITH DISABILITIES  
FISCAL YEAR 2017**

**AFFIRMATIVE ACTION PROVISIONS  
FOR PEOPLE WITH DISABILITIES**

**INTRODUCTION**

**When a position becomes available, this agency complies with the rules and regulations of the Department of Central Management Services.**

- A) Recruitment: Central Management Services' rules and regulations mandate hiring procedures.
- B) Application Process Procedure:
  - 1) Each applicant is reviewed on the basis of ability to perform the assignments of the position applied for.
  - 2) Each manager/supervisor involved in employment has been instructed concerning job-related inquiries. The Affirmative Action Officer is involved in most interviews.
  - 3) Typing is involved in many of the Property Tax Appeal Board paraprofessional and office/clerical assignments. Employment testing will be conducted by CMS and may involve a typing test. Accommodations for applicants with disabilities will be provided.
  - 4) Pre-employment physical examinations have not been required to date. Job-related tasks do not require a need.
- C) Many assignments involve the use of telephones, duplication equipment, scanners and the use of personal computers. Reasonable accommodations will be made to accommodate persons with disabilities as the need arises.
- D) All state, county and local requirements are met. Parking, access ramps, exits, furniture and equipment placements and restrooms will accommodate persons with disabilities.
- E) Each employee of the Property Tax Appeal Board completes a Survey for Disabled Employees form. Presently, we have two employees who have indicated a disability.
- F) Each employee of the Property Tax Appeal Board has received a copy of an "Administrative Instruction for Fire and Fire Drill Evacuation." Periodic fire drills are made to ensure that everyone is familiar with the location of exit routes.
- G) In the event of an emergency and if there are visitors with disabilities in the office, supervisory personnel will assist with the evacuation of such individuals.

**PROPERTY TAX APPEAL BOARD**  
**AMERICAN DISABILITY ACT (ADA) COORDINATOR**

NAME: Becky Hesse  
Acting Human Resources Manager

ADDRESS: 401 South Spring Street  
Room 402; Stratton Building  
Springfield, IL 62706

TELEPHONE  
NUMBER: 217/557-0122

TTD  
NUMBER: 217/785-4427



## LABOR FORCE ANALYSIS FOR PEOPLE WITH DISABILITIES

### PROPERTY TAX APPEAL BOARD

#### FISCAL YEAR 2016

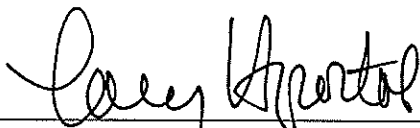
TOTAL EMPLOYEES	<u>32</u>
PERCENT OF PERSONS WITH DISABILITIES IN ILLINOIS LABOR FORCE	<u>4.95%</u>
EXTERNAL LABOR FORCE	<u>1</u>
NUMBER OF EMPLOYEES WITH DISABILITIES IN AGENCY	<u>3</u>
UNDERUTILIZATION/PARITY	<u>P</u>

## REASONABLE ACCOMMODATION POLICY

In compliance with the U.S. Americans with Disabilities Act of 1990 and the Illinois Human Rights Act, it is the policy of the Property Tax Appeal Board to reasonably accommodate the known physical or mental limitations of otherwise qualified applicants and employees with disabilities. The Property Tax Appeal Board recognizes the right of any qualified applicant or employee with a disability, to request accommodation to the job application procedure and to any aspect of his or her subsequent employment with the agency.

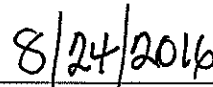
It is the responsibility of the Property Tax Appeal Board to provide accommodation to qualified applicants and employees with disability, when such accommodation does not pose an undue hardship to the operation of the agency's business.

The agency Equal Employment Opportunity Officer and the Americans with Disabilities Act Coordinator can provide further information about the agency's policy in this area.



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**LOUIS G. APOSTOL**  
EXECUTIVE DIRECTOR &  
GENERAL COUNSEL



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Date



## State of Illinois Reasonable Accommodation Request for Employees

Pursuant to the requirements of state and federal laws, a qualified individual with a disability has the right to request reasonable accommodation in conjunction with his or her employment. Reasonable accommodation means a modification to application procedure, access to the work site, and adjustment to the work process or work schedule that would enable a person with a disability to perform a particular job. Employers are not required to provide accommodations that would impose undue hardship on the operations of their programs. The procedures for accommodation request appear on the back of this form. Completed accommodation request forms should be submitted to the immediate supervisor, with a copy to the agency's EEO/AA Officer and/or the ADA Coordinator. The agency EEO/AA Officer and/or the ADA Coordinator can respond to questions about the accommodation process.

Name	Job Title	Division	Telephone Number
Functional Limitations			

SPECIFY TYPE OF ACCOMMODATION NEEDED AND PROVIDE A DETAILED DESCRIPTION OF THE ITEM REQUESTED – PLEASE BE SPECIFIC

- ☐ Purchase or modification of equipment or devices \_\_\_\_\_
- \_\_\_\_\_
- ☐ Job restructuring or task modification \_\_\_\_\_
- \_\_\_\_\_
- ☐ Provision of reader, sign language interpreter or personal assistant \_\_\_\_\_
- \_\_\_\_\_
- ☐ Structural modification to work site or facility \_\_\_\_\_
- \_\_\_\_\_
- ☐ Modification of work schedule or leave policy \_\_\_\_\_
- \_\_\_\_\_
- ☐ Modification of examinations, training materials or personal assistant \_\_\_\_\_
- \_\_\_\_\_
- ☐ Reassignment to vacant position \_\_\_\_\_
- \_\_\_\_\_
- ☐ Other \_\_\_\_\_
- \_\_\_\_\_

### Narrative Explanation

Describe how your functional limitation interferes with performance of a particular duty or participation in an activity sponsored by the employer. Explain how the requested accommodation would be used to enhance job performance or would allow you to participate in an employer-sponsored activity. (Use additional sheets if necessary)

\_\_\_\_\_

\_\_\_\_\_

Employee's Signature	Date
----------------------	------

RAC Recommendation ☐ Grant ☐ Deny ☐ Date \_\_\_\_\_  
(RAC's initials \_\_\_\_\_) Return for \_\_\_\_\_

Chief Executive Officer's Final Action ☐ Grant ☐ Deny ☐ Date \_\_\_\_\_  
(CEO's initials \_\_\_\_\_) Return for \_\_\_\_\_

Remarks \_\_\_\_\_

\_\_\_\_\_

## Accommodation Request Procedures for Employees

The following procedures should be followed in processing reasonable accommodation requests from employees. The agency EEO/AA Officer and/or the ADA Coordinator can provide guidance on the accommodation process.

1. The employee shall submit a completed reasonable accommodation request form to his or her immediate supervisor and give a copy of the form to the agency EEO/AA Officer and/or the ADA Coordinator. The employee should retain a copy of this information in his or her files.
2. Once received, the supervisor shall review the request form for completeness and, in consultation with the EEO/AA Officer and/or the ADA Coordinator, determine whether medical documentation is needed to either establish the presence of a disability or determine an appropriate accommodation. If documentation is needed, the agency should narrowly tailor its request to the issues of whether the employee has a disability under the law and how he or she can be accommodated. The employee should be asked to complete a medical release form (also narrowly tailored), if the agency has additional questions upon review of the medical documentation. When necessary, the employee should be asked to provide documentation to address these issues.
3. Upon receipt of necessary documentation, the supervisor shall make a recommendation, in writing, to the Division Manager within five (5) working days.
4. The Division manager shall review the supervisor's recommendation and make a recommendation to the Reasonable Accommodation Committee (RAC) within five (5) working days of receipt of the supervisor's recommendation. The Division Manager shall forward his/her recommendation along with the original reasonable accommodation request form and all documentation to the agency's EEO/AA Officer and/or the ADA Coordinator.
5. The EEO/AA Officer and/or the ADA Coordinator shall convene a meeting of the Reasonable Accommodation Committee within ten (10) working days of receipt of the Division Manager's recommendation. The RAC shall review the accommodation request. Once the Committee's review is complete, the Committee's recommendation shall be submitted to the Director within five (5) working days of the Committee's review for the Director's approval or denial.
6. The Director shall review the RAC's recommendation and shall render a decision of denial or approval within five (5) working days of receipt from the RAC.
7. Provided that appropriate documentation has been submitted, the EEO/AA Officer and/or the ADA Coordinator shall inform the employee in writing of the agency's decision to grant or deny the request within thirty (30) working days of receipt of the completed request form and any necessary medical documentation. A copy of the response will also be sent to the supervisor.
8. If the Director approves the accommodation request, the agency shall take appropriate action to comply with the accommodation request. Approved accommodation requests shall be implemented as soon as possible. Please note that the agency may offer alternative suggestions providing an equally effective accommodation to remove the workplace barrier in question.
9. Reconsideration: If an employee wishes to ask the Director to reconsider a decision on a reasonable accommodation request, a written request shall be addressed to the Director within ten (10) working days of notification of the decision. The reconsideration request shall include the reasons that a reconsideration is being requested and, if appropriate, alternative suggestions for reasonable accommodation. After a complete review of the matter, a decision shall be made and the employee shall be notified. The Director's decision on this recommendation shall constitute the final internal action by the Department on the accommodation request.
10. An employee who has been denied accommodation has the right to file a complaint at the state level with the Illinois Department of Human Rights within 180 days of the denial of the request. An employee may also have the right to file a complaint with the U. S. Equal Employment Opportunity Commission (EEOC) within 300 days, or any other appropriate government agency pursuant to their time frame.
11. The EEO/AA Officer and/or the ADA Coordinator shall document any action taken on a reasonable accommodation request where indicated on the request form and shall retain completed accommodation request forms one year following final action in the matter.



**State of Illinois**  
**Reasonable Accommodation Request for Applicants**

Pursuant to the requirements of state and federal laws, a qualified individual with a disability has the right to request reasonable accommodation in conjunction with his or her employment. Reasonable accommodation means a modification to application procedure, access to the work site, and adjustment to the work process or work schedule that would enable a person with a disability to perform a particular job. Employers are not required to provide accommodations that would impose undue hardship on the operations of their programs. The procedures for accommodation request appear on the back of this form. Completed accommodation request forms should be submitted to the interviewing officer. The agency EEO/AA Officer and/or the ADA Coordinator can respond to questions about the accommodation process.

Name:	Interviewing Agency:
Home Address:	
Telephone:	Functional Limitations:

**Type of Accommodation Needed**

- ☐ Sign Language Interpreter for the Employment Interview
- ☐ Reader Service
- ☐ Accessible Interviewing Site
- ☐ Re-formatting of Examinations
- ☐ Examination Markers for Applicants with Limited Manual Dexterity
- ☐ Other (indicate type of accommodation needed) \_\_\_\_\_

**Narrative Explanation**

Describe how your functional limitation interferes with a portion of the preemployment process, e.g., applying, testing or interviewing. Explain how the requested accommodation would be used to enable you to complete the application process. (Use additional sheet if necessary).

Applicant's Signature:	Date:
------------------------	-------

**Agency Action**

Interviewing Officer's Determination

☐

Grant

☐

Deny

Remarks (If denied, provide explanation) \_\_\_\_\_

**Final Agency Approval**

Signature:	Date:
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## Accommodation Request Procedures for Applicants

Qualified applicants and employees with disabilities have the right to request reasonable accommodation under the law. Applicants may request accommodation to any stage of the application process, including the employment application, examination procedure or interviewing process. Note that the Department of Central Management Services is responsible for accommodations to its testing procedures.

Once an individual with a disability has been hired, he or she has the right to request accommodation to the work site, work schedule or work process that would enable him or her to perform the job in question. Procedures for applicants to follow in making an accommodation request are listed below. The EEO/AA Officer and/or the ADA Coordinator can provide additional information about the accommodation process within their agencies.

### Procedures:

1. Applicants may request accommodations to the application process orally or in writing (either through correspondence or the use of the accommodation request form for applicants). If the request is made orally or through written correspondence, the agency EEO/AA Officer and/or the ADA Coordinator will complete accommodation request forms in the matter for purposes of processing and documenting the request.
2. Applicants shall submit accommodation requests to the interviewing officer. The interviewing officer should provide a copy of the form to the EEO/AA Officer and/or the ADA Coordinator. In cases where the EEO/AA Officer and/or the ADA Coordinator completes the form for the applicant with a disability, the EEO/AA Officer and/or the ADA Coordinator shall submit completed forms to the interviewing officer and retain a copy for him or herself.
3. A response to the request will be provided to the applicant within five days following receipt of the request by the interviewing officer.
4. If it is within the bounds of the authority of the interviewing officer to grant the request and he or she believes it to be reasonable, the accommodation will be provided. Information regarding the type of accommodation provided will be sent to the EEO/AA Officer and/or the ADA Coordinator.
5. If another official within the agency must be consulted in order for the accommodation to be provided, he or she will determine whether the agency will grant the request.
6. If the agency denies the request, the applicant has the right to file an internal complaint with the EEO/AA Officer and/or the ADA Coordinator and/or external complaint with the Illinois Department of Human Rights within 180 days of the denial. An applicant may also have the right to file a complaint with the U. S. Equal Employment Opportunity Commission (EEOC) within 300 days, or any appropriate government agency pursuant to their time frame.

## State of Illinois – Disability Hiring Survey

Name: \_\_\_\_\_ Agency: \_\_\_\_\_ Date: \_\_\_\_\_ Last 4 of SSN: \_\_\_\_\_

The purposes of this survey are to collect affirmative action statistics and to identify emergency evacuation needs. Any information provided will be accorded confidentiality and will be used in compliance with state and federal Equal Opportunity Non-Discrimination laws. Information submitted in relation to emergency evacuation needs will be shared with safety personnel.

### I. Do you have a disability as defined below?

- ☐ Yes  
☐ No

### II. If yes, identify which disability you have. Indicate as many as three.

1. ☐ Are you blind or do you have serious difficulty seeing even when wearing glasses?
2. ☐ Are you deaf or do you have serious difficulty hearing?
3. ☐ Do you have serious difficulty walking or climbing stairs?
4. ☐ Do you have difficulty dressing or bathing?
5. ☐ Due to a physical, mental, or emotional condition, do you have serious difficulty concentrating, remembering or making decisions?
6. ☐ Due to a physical, mental, or emotional condition, do you have difficulty doing errands such as visiting a doctor's office or shopping?
7. ☐ Other (Examples: Epilepsy, Heart Condition, Mental Illness, Multiple Sclerosis, Muscular Dystrophy)?

If "Other" Please Indicate: \_\_\_\_\_

### III. Do you need assistance in the event of an emergency evacuation because of your disability?

- ☐ Yes  
☐ No

Suggested Assistance: \_\_\_\_\_

Other Concerns: \_\_\_\_\_  
(Visual, Auditory,  
Mobility, etc.)

Work County: \_\_\_\_\_

Work Address: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

☐ I acknowledge receipt of the Disability Survey and elect not to participate.

Employee Signature: \_\_\_\_\_

## **PRE-EMPLOYMENT SCREENING COMPLIANCE**

The Property Tax Appeal Board will use the standards for pre-employment inquiries of persons with disabilities as established in the Department of Human Rights Affirmative Action Rules. Applicants will not be asked questions by the person interviewing that are not work-related.

## **EVACUATION PROCEDURE**

In the event of an emergency, designated staff members have been instructed to assist any employees or individuals with disabilities in the orderly evacuation of the premises. Disability survey results will be reviewed periodically to see whether any employees indicate emergency evacuation assistance needs, and if such needs are identified, agency staff will be directed to assist them.

## **RECRUITING APPLICANTS WITH DISABILITIES PROCEDURE**

The Labor Force Analysis for People with Disabilities reflects that the Property Tax Appeal Board is in parity within the disabled category for the period ending June 30, 2016. The Property Tax Appeal Board seeks to fill vacancies and increase staff to meet workload demands in a timely fashion. It should be noted, however, that budgetary and approval constraints have inhibited the Board's ability to obtain new headcount or fill vacancies. As such opportunities arise, every effort would be made to contact the Department of Human Services, Office of Rehabilitation Services, Central Management Services and other organizations to try to achieve parity for people with disabilities.

## **EMPLOYMENT CRITERIA AND DESCRIPTION REVIEW**

The Property Tax Appeal Board uses the Department of Central Management Services testing requirements, as well as the Department of Central Management Services job specifications for employment criteria. This is also used for all postings of vacancies. Job descriptions are reviewed before each interview and essential job duties will be identified. Each interviewer will be made aware of the essential job duties.



## PART VI

## **APPLICABLE EEO/AA LAWS**

### **FEDERAL:**

#### **CIVIL RIGHTS ACT OF 1964, as amended**

**Title VI** prohibits discrimination on grounds of race, color, or national origin in federally assisted programs and includes all employment and training programs, whether contractual or grants-in-aid. The Assistant Secretary and the Regional Administrators for Employment and Training have enforcement authority of Title VI as it relates to employment and training programs. Regulations for implementing this Title are 29 CFI 31 for all ETA programs except those under 29 CFR 30.

**Title VII** prohibits discrimination on the grounds of race, color, religion, sex, national origin, pregnancy, childbirth, and related medical conditions by employers or unions with 15 or more employees. The designation employer including the government of the United States, corporations wholly owned by the United States, and state or political subdivisions thereof. It also applies to all State employment security agencies. Although the chief enforcement authority for Title VII is the responsibility of the Equal Employment Opportunity Commission (EEOC), ETA is responsible for working with the EEOC to ensure compliance in State employment security agencies. Indians living on reservations are specifically exempted from coverage under Title VI and VII.

#### **EQUAL EMPLOYMENT OPPORTUNITY ACT OF 1972**

This is an amendment to the Civil Rights Act of 1964 which adds sex and religion to the Title VII portion and extends Equal Employment Opportunity (EEO) to State, local and municipal organizations, all employment agencies (private and public), and to labor organizations. This Act empowers the EEOC to bring civil action against any organization that is alleged to be practicing discrimination. The Act also gives the right to an individual to take a complaint directly to a court of law.

#### **PREGNANCY DISCRIMINATION ACT**

This law amended Title VII to make it illegal to discriminate against a woman because of pregnancy, childbirth; or a medical condition related to pregnancy or childbirth. The law also makes it illegal to retaliate against a person because the person complained about discrimination, filed a charge of discrimination, or participated in an employment discrimination investigation or lawsuit.

## **CIVIL RIGHTS ACT OF 1991**

The Civil Rights Act of 1991 expands the protections afforded individuals under the Civil Rights Act of 1964. It provides for damages for intentional discrimination and unlawful harassment in the workplace and codifies the concepts of "business necessity" and "job-related" as enunciated in various Supreme Court decisions. Additionally, it confirms statutory authority and provides guidelines for disparate impact suits under Title VII of the Civil Rights Act of 1964 and in response to recent Supreme Court decisions, expands the scope of relevant civil rights statutes.

## **AGE DISCRIMINATION IN EMPLOYMENT ACT OF 1967**

This Act prohibits arbitrary discrimination against persons at the ages 40 and over. It applies to all State employment security agencies and to some ETA program contractors. Exempted from this Act are activities and programs that are designed for the long-term unemployed, persons with disabilities, members of minority groups, older workers, or youth. The Wage and Hour Division, Employment Standards Administration (ESA), Department of Labor (DOL), has arranged for ETA to investigate complaints of age discrimination against State employment security agencies. Regulations for implementing this Act are 20 CFR, Parts 850 and 860.

## **REHABILITATION ACT OF 1973**

This Act sets the standards for promoting, expanding and assisting in employment opportunities for individuals with disabilities in all programs or activities receiving Federal financial assistance. Sections 503 and 504 provide for the prohibition of discrimination against qualified individuals with disabilities. Although other Federal agencies, such as the Department of Health and Education, have certain responsibilities for the program, Section 503 refers a claimant who alleges to have been discriminated against under a Federal contract to DOL for resource. ESA, Office of Federal Contract Compliance Programs, has enforcement authority, and it may be assisted by ETA Regional Administrators. Persons with disabilities who claim discrimination under a Federal grant administered by the Labor Department may file complaints with the Assistant Secretary for Administration and Management, DOL, under Section 504 of the Act. Regulations for implementing the Act are 29 CFR 32 and 41 CFR 60-741.

## **EQUAL PAY ACT OF 1963**

This Act provides that an employer may not discriminate on the basis of sex by paying employees different wages for doing equal work on jobs requiring equal skill, effort and responsibility, and which are performed under similar working conditions in the same establishment. The standards of "equal pay for equal work" set forth in this Act for determining what is lawful discrimination in compensation are applicable to Title VII of the Civil Rights Act of 1964. This act applies to all State employment security agencies and to some ETA program contractors. This Act is enforced by EEOC. Regulations for implementing this Act are 29 CFR 800.

## **AMERICANS WITH DISABILITIES ACT OF 1990, AS AMENDED BY THE AMERICANS WITH DISABILITIES AMENDMENTS ACT OF 2008**

Congress enacted the Americans with Disabilities Act of 1990 ("the ADA") to eliminate discrimination against individuals with disabilities in the areas of employment, public accommodations, education, transportation, communication, recreation, institutionalization, health services, voting, and access to public service. Title I of the ADA prohibits discrimination in employment against individuals with disabilities and establishes the standards governing an employer's affirmative duty to accommodate an individual with a disability. Title II of the ADA prohibits discrimination against individuals with disabilities by state and local governments. The ADA Amendments Act of 2008 broadens the coverage of "disability" and thereby brings more individuals under the protection of the law. EEOC issued regulations under this Act.

### **FAMILY MEDICAL LEAVE ACT of 1993**

This Act requires employers to provide up to 12 weeks of unpaid job-protected leave to "eligible" employees for certain family and medical reasons. Employees are eligible if they have worked for a covered employer for at least one year, and for 1,250 hours during the year preceding the start of the leave, and be employed at a worksite where the employer employs at least 50 employees within a 75-mile radius.

Reasons for taking leave:

Unpaid leave must be granted for any of the following reasons:

- To care for the employee's child after birth, or placement for adoption or foster care;
- To care for the employee's spouse, son or daughter, or parent, who has a serious health condition; or
- For a serious health condition that makes the employee unable to perform the employee's job.

Section 585(a) of the National Defense Authorization Act (NDAA) amended the FMLA to provide eligible employees working for covered employers two important leave rights related to military service:

- **Qualifying Reason for Leave.** Eligible employees are entitled to up to 12 weeks of leave because of "any qualifying exigency" arising out of the fact that the spouse, son, daughter, or parent of the employee is on active duty, or has been notified of an impending call to active duty status, in support of a contingency operation.
- **Leave Entitlement.** An eligible employee who is the spouse, son, daughter, parent, or next of kin of a covered service member who is recovering from a serious illness or injury sustained in the line of duty on active duty is entitled to up to 26 weeks of leave in a single 12-month period to care for the service member. This military caregiver leave is available during "a

single 12-month period” during which an eligible employee is entitled to a combined total of 26 weeks of all types of FMLLA leave.

### **UNIFORMED SERVICES EMPLOYMENT AND REEMPLOYMENT RIGHTS ACT (USERRA)**

USERRA protects the job rights of individuals who voluntarily or involuntarily leave employment positions to undertake military service. USERRA also prohibits employers from discriminating against past and present members of the uniformed services, and applicants to the uniformed services. The U. S. Department of Labor, Veterans Employment and Training Service (VETS) is authorized to investigate and resolve complaints of USERRA violations.

### **GENETIC INFORMATION NONDISCRIMINATION ACT OF 2008 (GINA)**

Title II of the Genetic Information Nondiscrimination Act of 2008 (GINA), which prohibits genetic information discrimination in employment, took effect on November 21, 2009. This law makes it illegal to discriminate against employees or applicants because of genetic information. Genetic information includes information about an individual's genetic tests and the genetic tests of an individual's family members, as well as information about any disease, disorder or condition of an individual's family members (i.e., an individual's family medical history). The law also makes it illegal to retaliate against a person because the person complained about discrimination, filed a charge of discrimination, or participated in an employment discrimination investigation or lawsuit.

## **STATE:**

### **ILLINOIS HUMAN RIGHTS ACT OF 1980**

This Act prohibits discrimination because of race, color, religion, sex, national origin, ancestry, age, order of protection status, marital status, physical or mental disability, military status, sexual orientation, or unfavorable discharge from military service in conjunction with employment, real estate transactions, access to financial credit, and the availability of public accommodations. It provides Equal Opportunity and Affirmative Action as the policies of the State to eliminate the effects of past discrimination in the internal affairs of State Government in its relations with the public.

## **MONITORING FORMS**

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### **HIRING**

(Completed by the EEO Officer)

### **PROMOTION**

(Completed by the EEO Officer)

### **EXIT QUESTIONNAIRE**

(Completed by the terminating employee)

**“EXIT INTERVIEW” NOTE:**

- The employee has the option of completing the questionnaire.
- The answers are confidential and will not be used against the employee, will not be available for reasons of prospective employment, and will not be made a part of the employee's personnel file.
- The questionnaire will be maintained in a separate file by the EEO Officer for possible review by DHR or, upon occasion, federal authorities.

# HIRING MONITOR

Name of Agency: \_\_\_\_\_ Candidate's Name: \_\_\_\_\_  
City / County: \_\_\_\_\_ Position Number: \_\_\_\_\_  
IDHR Region / (Facility): \_\_\_\_\_  
EEO Job Category: \_\_\_\_\_ Bid Number: \_\_\_\_\_  
Title of Job to be filled: \_\_\_\_\_ Date of Hire: \_\_\_\_\_

1. Is the EEO category underutilized?  If yes, indicate number for each group:  
Women: \_\_\_\_\_ Black or African American: \_\_\_\_\_ Hispanic or Latino: \_\_\_\_\_  
Asian: \_\_\_\_\_ American Indian or Alaskan Native: \_\_\_\_\_  
Native Hawaiian or Other Pacific Islander: \_\_\_\_\_ People with Disabilities: \_\_\_\_\_

2. Indicate: Race of person selected:   
Sex:  Veteran:  Disability:

3. Number of individuals who applied or were on the list of eligible(s)

Total by Category	# Invited	# Interviewed	# Selected
Women	_____	_____	_____
Black or African American	_____	_____	_____
Hispanic or Latino	_____	_____	_____
Asian	_____	_____	_____
American Indian or Alaskan Native	_____	_____	_____
Native Hawaiian or Other Pacific Islander	_____	_____	_____
People with Disabilities	_____	_____	_____
Veterans	_____	_____	_____

4. If no candidates from any of the underutilized groups appeared on the list, what efforts were made in the last six months to assist in the recruitment of candidates?

5. If the category is underutilized and a member of an affirmative action group applied and was not hired, give a detailed explanation for the hiring decision.

6. Was the position posted?

7. Name and position of person(s) who interviewed candidates.

8. Name and position of person(s) who recommended the selection of the candidate.

I have reviewed the eligibility list and:  with this hire. Remarks on reverse side.

\_\_\_\_\_  
EEO/AA Officer Date

I approve of this hire

\_\_\_\_\_  
Chief Executive Officer Date



# PROMOTION MONITOR

Name of Agency: \_\_\_\_\_ Candidate's Name: \_\_\_\_\_  
City / County: \_\_\_\_\_ Position Number: \_\_\_\_\_  
IDHR Region / (Facility): \_\_\_\_\_ Bid Number: \_\_\_\_\_  
EEO Job Category: \_\_\_\_\_ Date of Promotion: \_\_\_\_\_  
Title of Job to be filled: \_\_\_\_\_

1. Is the EEO category underutilized?  If yes, indicate number for each group:

Women: \_\_\_\_\_ Black or African American: \_\_\_\_\_ Hispanic or Latino: \_\_\_\_\_  
Asian: \_\_\_\_\_ American Indian or Alaskan Native: \_\_\_\_\_  
Native Hawaiian or Other Pacific Islander: \_\_\_\_\_ People with Disabilities\* \_\_\_\_\_

2. Indicate the race and sex of person promoted:

3. Number of individuals who applied or were on the list of promotable(s): \_\_\_\_\_

Total by Category	# Invited	# Interviewed	# Selected
Women	_____	_____	_____
Black or African American	_____	_____	_____
Hispanic or Latino	_____	_____	_____
Asian	_____	_____	_____
American Indian or Alaskan Native	_____	_____	_____
Native Hawaiian or Other Pacific Islander	_____	_____	_____
People with Disabilities	_____	_____	_____
Veterans	_____	_____	_____

4. Did it change the employee's EEO Job Category?   
If yes, from what EEO job Category?

5. If the category is underutilized and a member of an affirmative action group applied and was not promoted give a detailed explanation.

6. Was the position posted?

7. Name and position of person(s) who interviewed candidates.

8. Name and position of person(s) who recommended the selection of the candidate.

I have reviewed the eligibility list and:  with this promotion. Remarks on reverse side.

\_\_\_\_\_  
EEO/AA Officer Date

I approve of this hire

\_\_\_\_\_  
Chief Executive Officer Date

## EXIT QUESTIONNAIRE

Instructions: This questionnaire will be provided to all employees at the time of their separation from the agency whether voluntary or involuntary. The completion of this questionnaire shall be at the employee's option. Please send the completed form in an envelope to the Equal Employment Opportunity Officer. The Equal Employment Opportunity Officer shall maintain a separate file of all forms for possible review by the Department of Human Rights.

Name \_\_\_\_\_ Sex: Male \_\_\_\_\_ Female \_\_\_\_\_ Age: \_\_\_\_\_

Disability Yes \_\_\_\_\_ No \_\_\_\_\_ Race \_\_\_\_\_ Hispanic: Yes \_\_\_\_\_ No \_\_\_\_\_

Date of Employment \_\_\_\_\_ Separation Date \_\_\_\_\_

Position Title \_\_\_\_\_

Starting Salary \_\_\_\_\_ Current Salary \_\_\_\_\_

Who was your immediate supervisor? \_\_\_\_\_

Reason for leaving: \_\_\_\_\_

Were you terminated while still in your probationary period? If so, what could your agency have done to ensure you successfully met your probationary period resulting in certification?

Would you want to work here again? Yes \_\_\_\_\_ No \_\_\_\_\_

Explain: \_\_\_\_\_

Same Position? Yes \_\_\_\_\_ No \_\_\_\_\_ Explain: \_\_\_\_\_

Same Supervisor? Yes \_\_\_\_\_ No \_\_\_\_\_ Explain: \_\_\_\_\_

Do you feel the working conditions were satisfactory?

Yes \_\_\_\_\_ No \_\_\_\_\_ Explain: \_\_\_\_\_

Do you have any suggestions for improving employee morale? \_\_\_\_\_

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Were you satisfied with the pay you received for the work performed and with promotions? Yes\_\_ No\_\_

Explain: \_\_\_\_\_

---

Did you receive bilingual pay? If so, do you feel it was an appropriate amount? \_\_\_\_\_

---

Were you satisfied with the supervision and were you trained properly?

Yes\_\_\_\_\_ No\_\_\_\_\_ Explain: \_\_\_\_\_

---

Do you think management adequately recognized employee contributions? If not, what recommendations would you make to improve this?

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Did you receive any equal employment opportunity / affirmative action orientation? Yes\_\_\_\_\_ No\_\_\_\_\_

Explain: \_\_\_\_\_

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During your employment did you request an accommodation based on your disability? Yes\_\_ No\_\_ N/A\_\_

If yes, please explain:

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Did you personally experience any discrimination while working in your position?

Yes \_\_\_\_\_ No \_\_\_\_\_ Explain:

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Are you aware of instances where others have been discriminated against?

Yes \_\_\_\_\_ No \_\_\_\_\_ Explain: \_\_\_\_\_

If you have answered "Yes" to the last two questions, have you discussed or given written notice of this discrimination to your supervisor or EEO/AA Officer?

Yes \_\_\_\_\_ No \_\_\_\_\_ Explain: \_\_\_\_\_

Additional comments / concerns: \_\_\_\_\_

Employee Signature \_\_\_\_\_ Date \_\_\_\_\_